انگلش گرامر

طلبہ کے لیے جملے بنانے اور گرامر
سیکھنے کا آسان طریقہ انگلش گرامر

از

مرتب
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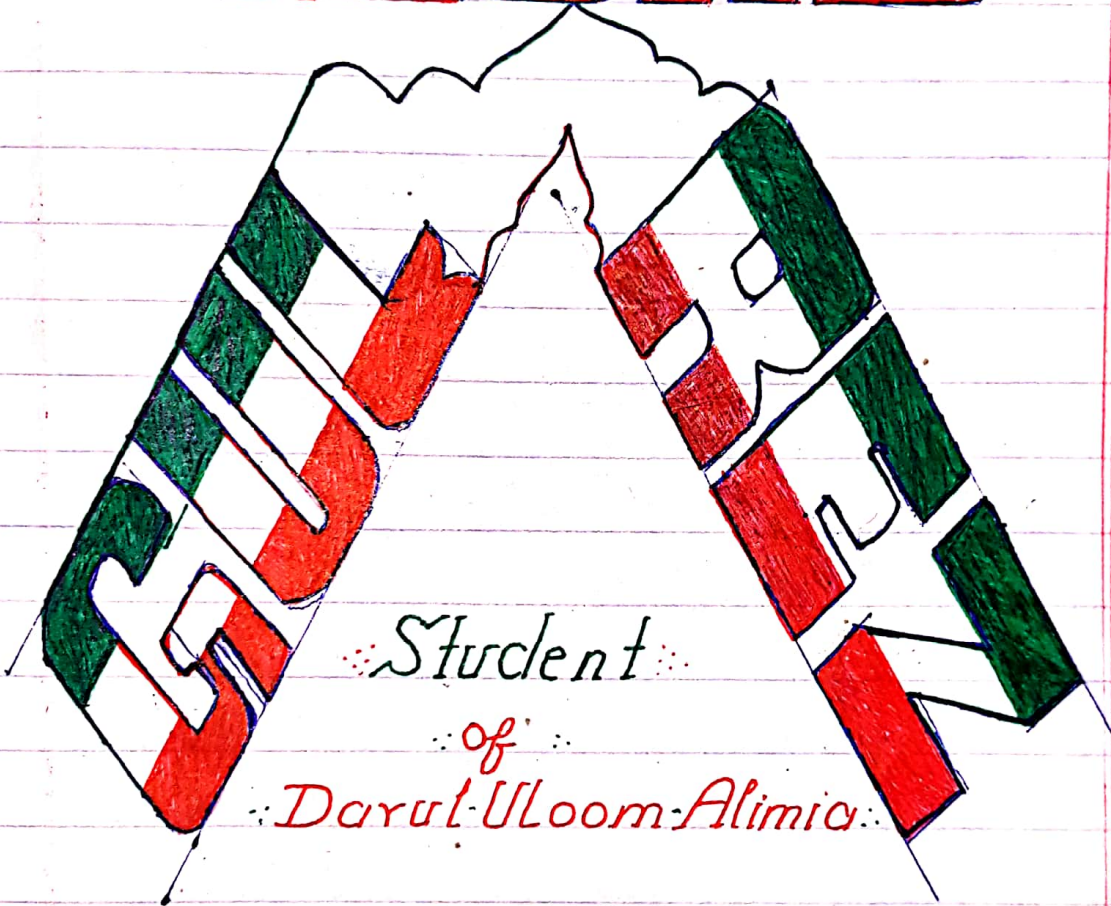
Tense

Tense (زمانہ) کی تین قسمیں ہیں:

① Present Tense زمانہ حال
② Past Tense زمانہ ماضی
③ Future Tense زمانہ مستقبل

Definition (تعریف)

فاعل Subject - وہ اسم یا ضمیر ہے جو کوئی کام انجام دیتا ہے یا جس کے بارے میں کوئی بات کہی جائے

EX: Ram reades: فاعل کہلاتا ہے =

فعل verb وہ فعل ہے جس سے کسی کام کا کرنا یا ہونا معلوم ہو =

EX To do to go

مفعول object اس کو کہتے ہیں جس پر فاعل کا فعل واقع ہو =

EX: I read a book:

Verb - فعل کی دو قسمیں ہیں :

Main verb = فعل خاص
Auxiliary verb = امدادی فعل

فعل خاص Main Verb وہ فعل ہے جس کی مدد سے فاعل کوئی کام انجام دیتا ہے۔

Main verb کی بھی دو قسمیں ہیں۔

Transitive verb = فعل متعدی
Intransitive verb = فعل لازم

فعل متعدی = Transitive verb وہ فعل ہے جو صرف فاعل پر پورا نہ ہو بلکہ مفعول کو بھی چاہیے۔

EX:- He writes a letter.

فعل لازم = Intransitive verb وہ فعل ہے جو صرف فاعل پر پورا ہو جائے اور مفعول کو نہ چاہیے۔

EX I run.

وہ امدادی فعل ہے جس Auxiliary verb.
کی مدد سے فاعل کے متعلق کوئی بات بیان کی جاتی ہے
یا جو جملہ بنانے میں فعل خاص کی مدد کرتا ہے۔

کی بھی دو قسمیں ہیں۔ Auxiliary verb.

" Primary Auxiliary verb "
" Model Auxiliary verb "

وہ امدادی فعل ہیں Primary Auxiliary verb
جو فعل خاص کے ساتھ مل کر جملہ بنانے میں اس کا تعاون
کرتے ہیں اور اپنے طور پر بھی مکمل جملہ بناتے ہیں۔

تینوں زمانوں کے امدادی فعل

Present tense.
Is. am. are. have. has. do. does.
Past tense.
Was. were. had. did.
Future tense.
Shall be. Will be.

وہ امدادی فعل ہیں جو Model Auxiliary verb.
فعل خاص کے ساتھ آ کر جملہ بنانے میں اس کا تعاون کرتے ہیں
اور کام کرنے کا طریقہ بھی بتاتے ہیں لیکن یہ امدادی فعل
اپنے طور پر جملہ نہیں بنا سکتے

تینوں زمانوں کے امدادی فعل

present tense.
Can. May. must. haveto. ought to.

past tense.
Could. Might. used to. had to.

Future tense.
Shall. Will. Will have to.

(Kinds of sentence)

جملے کی مندرجہ ذیل قسمیں ہیں۔

1. Assertive sentence — جملہ بیانیہ
2. Interrogative sentence — جملہ استفہامیہ
3. Imperative sentence — جملہ حکمیہ
4. Exclamatory sentence — جملہ فجائیہ
5. Optative sentence — جملہ تمنائیہ

(Definition تعریف)

(جملہ بیانیہ) Assertive sentence.

اس جملہ کو کہتے ہیں جس میں کسی شخص، چیز یا جگہ کی بابت کچھ بیان کیا جاتا ہے۔ اسکی دو قسمیں ہیں۔

1. Positive (Affirmative) — مثبت
2. Negative — منفی

1. This is a book. (positive) — یہ ایک کتاب ہے
2. He is not doing his work. (Negative) — وہ اپنا کام نہیں کر رہا ہے

Interrogative Sentence کی بھی دو قسمیں ہیں ۔

Interrogative . Affirmative . yes	سوالیہ مثبت
Interrogative . Negative . yes	سوالیہ منفی
Interrogative . Affirmative . wh	سوالیہ مثبت
Interrogative . Negative . wh	سوالیہ منفی

Use of is . am . are in Present tense

پہچان: اردو یا ہندی کے ایسے جملے جن میں فاعل Inactive یعنی غیر متحرک ہو اور وہ کوئی کام انجام نہ دے صرف اسکے متعلق کوئی خبر یا بیان ہو اور جملے کے آخر میں ہیں ۔ ہوں ۔ ہو ۔ آئے تو ایسے جملے is . am . are . کی مدد سے بنائے جاتے ہیں ۔

① Affirmative Sentence.

sub + is/am/are + obj.

Ex. The boy is in the room.

The girls are in the room.

② Negative Sentence.

sub+is/am/are+not+obj.

EX - The boy is not in the room.

The girls are not in the room.

③ Interrogative Affirmative yes/No

IS/am/are+sub+obj?

EX . IS the boy in the room ?

Are the girls in the room ?

④ Interrogative Negative yes/No

IS/am/are+sub+not+obj ?

EX . is the boy not in the room ?

Are the girls not in the room ?

⑤ Interrogative Affirmative Wh Question

Wh+IS/am/are+sub+obj ?

EX Who is in the room ?

Where is the boy ?

6 Interrogative Negative Wh Question

Wh + is / am / are + sub + not + obj ?

EX - Why is the boy not in the room ?

Why are the girls not in the room ?

(شرط اول) اگر اردو یا ہندی جملے کے درمیان ۔ کون :
لفظ آئے تو انگریزی میں ترجمہ کرتے وقت فاعل کی انگریزی
نہیں آتی ہے کیونکہ Who سوالیہ لفظ کے ساتھ ساتھ
فاعل کا کام بھی کرتا ہے ۔

EX- Who is in the class ?

(شرط دوم) Howmuch Howmany
which whose اور کبھی کبھی what کے
ساتھ اسم آتا ہے ۔

EX- What clour is your cap ?

Questions - Words سوالیہ الفاظ

Who —	کون۔ جو
Which —	کونسا۔ کونسی۔ جو
Whose —	کسکو۔ کیسے۔ جسے
Whom —	کس کا۔ جسکا
What —	کیا
Why —	کیوں
Where —	کہاں۔ جہاں
Howmany —	تعداد کے لئے کتنا
Howmuch —	مقدار کے لئے کتنا
How —	کیسا۔ کیسی

Use of Was Were

In past tense.

(پہچان) اردو یا ہندی کے ایسے جملے جن میں فاعل inactive غیر متحرک ہو اور وہ کوئی کام انجام نہ دیتا ہو صرف اسکے متعلق کوئی خبر یا بیان ہو اور جملے کے آخر میں ۔تھا۔تھی۔تھے آئے تو ایسے جملے was were کی مدد سے بنائے جاتے ہیں ۔

① Affirmative sentence

sub + was / were + obj.

EX. The boy was in the room.
The girls were in the class.

② Negative Sentence

sub + was / were + not + obj.

EX. The boy was not in the class.
The girls were not in the room.

③ Interrogative Affirmative yes / No

Was / Were + sub + obj ?

EX. Was the boy in the room?
Were the girls in the room ?

④ Interrogative Negative yes/No

Was/Were + Sub + not + obj ?

EX- Was the boy not in the room ?

Were the girls not in the class ?

⑤ Interrogative Affirmative Wh Question

Wh + Was/Were + Sub + obj ?

EX- Who was in the room ?

Where were the girls ?

⑥ Interrogative Negative Wh Question

Wh + Was/Were + Sub + not + obj ?

EX- Why was the boy not in the room ?

Why were the girls not in the class ?

نوٹ: I اور واحد غائب He, She, it اور ہر اسم واحد فاعل کے ساتھ was کا استعمال ہوتا ہے باقی تمام قسم کے فاعل کے ساتھ were کا استعمال ہوتا ہے۔

Use of Shall be Will be

In Future tense

پہچان: اردو یا ہندی کے ایسے جملے جن میں فاعل inactive یعنی غیر متحرک ہو اور وہ کوئی کام انجام نہ دیتا ہو صرف اسکے بارے میں کوئی خبر یا بیان ہو اور جملے کے آخر میں ہوگا - ہوگی - ہوگے - ہونگے ہونگی وغیرہ جیسی علامتیں پائی جائیں تو ایسے جملے shall be will be کی مدد سے بنائے جاتے ہیں۔

نوٹ: I اور we کے ساتھ shall کا استعمال ہوتا ہے باقی تمام قسم کے فاعل کے ساتھ will کا استعمال ہوتا ہے لیکن اگر بات یقینی ہو تو پلٹ دیا جاتا ہے تب I اور we کے ساتھ will کا استعمال ہوتا ہے اور باقی تمام قسم کے فاعل کے ساتھ shall کا استعمال ہوتا ہے۔

① **Affirmative Sentence**

Sub + shall / will + be + obj.

Ex:- the boy will be in the room.

we shall be in the class.

(2) Negative Sentence

Sub + Shall / Will + not + be + obj.

EX- The boy will not be in the room.
We shall not be in the class.

(3) Interrogative Affirmative yes/No

Shall / Will + Sub + be + obj?

EX- Will the boy be in the room?
Shall we be in the class?

(4) Interrogative Negative yes/No

Shall / Will + Sub + not + be + obj?

EX- Will the boy not be in the room?
Shall we not be in the class?

(5) Interrogative Affirmative Wh Question

Wh + Shall / Will + Sub + be + obj?

EX- Who will be in the room?
Where will the girl be?

(6) Interrogative Negative Wh Question

Wh + shall / Will + Sub + not + be + obj ?

EX- Why will the boy not be in the room ?
Why will the girl not in the class ?

نوٹ: سوالیہ لفظ Who کا استعمال فاعل کی جگہ پر ہوتا ہے
اس لئے فاعل نہ ہونے کی صورت میں shall be will be
ایک ساتھ ہو جاتے ہیں۔

(Use of there)

(پہچان): اردو یا ہندی کے ایسے جملے جن میں فاعل تو ہو لیکن حالت فاعلی میں نہ ہو یعنی فاعل کا مقام جہاں ہوتا ہے وہاں پر موجود نہ ہو تو فاعل کی جگہ پر There کا استعمال کرکے انگریزی کا جملہ بنایا جاتا ہے۔

نوٹ: اردو یا ہندی کے ایسے جملے جن کے شروع میں۔ پر۔ میں۔ آگے۔ پیچھے۔ جیسی علامتیں پائی جائیں یا اردو جملے کے آخر میں امدادی فعل سے پہلے کوئی اسم آئے تو ایسے جملے There سے شروع ہوتے ہیں۔ جیسے۔ میز پر کتاب ہے۔

① Affirmative Sentence

There + verb to be + obj.

EX- There is a book on the table.

There are the girls in the class.

② Negative Sentence

There + verb to be + not + obj.

EX- There is not a book on the table.

There are not girls in the class.

③ Interrogative Affirmative yes / No

verb to be + there + obj ?

EX- is there a book on the table ?

Are there girls in the class ?

④ Interrogative Negative yes / No

verb to be + there + not + obj ?

EX- IS there not a book on the table ?

Are there not girls in the class ?

(5) Interrogative Affirmative Wh Question

Wh + verbtobe + there + obj ?

EX- Who is there in the room ?

Where are there girls ?

(6) Interrogative Negative Wh Question

Wh + verbtobe + not there + not + obj ?

EX- Why is there not the boy in the class ?

Why are there not books on the table ?

نوٹ: There کا معنی جملے میں نہیں کیا جاتا ہے کیونکہ یہ
تعارفی ہوتا ہے اور اس کا استعمال تینوں
زمانے میں ہوتا ہے ۔

(17)

(Use of It)

پہچان: اردو یا ہندی کے ایسے جملے جن میں فاعل نہ ہو اور جس سے سردی، گرمی، برسات، وقت اور کوئی حالت وغیرہ بیان ہو تو ایسے جملے لفظ it سے شروع کئے جاتے ہیں یعنی فاعل کی جگہ پر it کا استعمال ہوتا ہے کیونکہ یہ تعارفی ہوتا ہے اس لئے اس کا معنی جملے میں ادا نہیں کیا جاتا ہے۔

جیسے: آج سردی ہے۔ آج اتوار ہے

① Affirmative Sentence

It + verb to be + obj.

EX- It is sunday today.

It was cold yesterday.

② Negative Sentence

It + verb to be + not + obj.

EX- It is not sunday today.

It was not cold yesterday.

③ Interrogative Affirmative yes/No

verb to be + It + obj ?

EX - Is it sunday today ?

Was it cold yesterday ?

④ Interrogative Negative yes / No

verb to be + it + not + obj ?

EX - Is it not sunday today ?

Was it not cold yesterday ?

⑤ Interrogative Affirmative Wh Question

Wh + verb to be + it + obj ?

EX - Which day is it today ?

Which day was it yesterday ?

Interrogative Negative Wh Question

Wh + verb to be + not + it + obj ?

Why is it not sunday today ?

Why was it not cold yesterday ?

= USe of have has had =

پہچان اردو یا ہندی کے ایسے جملے جن کے آخر میں رکھتا ہے۔ رکھتے ہیں۔ رکھتی ہے۔ رکھتے ہو۔ رکھتی ہو۔ پاس ہے۔ پاس ہیں۔ رکھتا تھا۔ رکھتی تھی۔ رکھتے تھے۔ پاس تھا۔ پاس تھی۔ وغیرہ جیسی علامتیں پائی جائیں تو ایسے جملے Have . Has . Had کی مدد سے بنائے جاتے ہیں۔ میں تین کتابیں رکھتا ہوں۔

نوٹ: I اور YOU اور ہر جمع فاعل کے ساتھ have کا استعمال ہوتا ہے اور واحد غائب He she it اور ہر اسم واحد فاعل کے ساتھ has آتا ہے ان دونوں کا استعمال =present tense= میں ہوتا ہے اور Had کا استعمال ہر طرح کے فاعل کے ساتھ ہوتا ہے اور اسکا استعمال =past tense= میں ہوتا ہے۔

① Affirmative sentence

sub + have / has / had + obj.

EX- Ahmad has two books.

Aunts have three books.

they had the dolls .

② Negative Sentence

Sub + have / has / had + not + obj.

EX- The boys have not caps.

The girl has not doll.

the hunter had not knife.

③ Interrogative Affirmative yes / No

Have / has / had + sub + obj ?

EX - Have you two Pens ?

Has he three books ?

Had she two dolls ?

④ Interrogative Negative yes / No

Have / has / had + Sub + not + obj ?

EX- Have you not book ?

Has he not four books ?

Had she not doll ?

5 Interrogative Affirmative Wh Question

Wh + have / has / had + sub + obj ?

EX- How many books have you ?

Who has four books ?

How much water had she ?

6 Interrogative Negative Wh Question

Wh + have / has / had + sub + not + obj ?

EX- Why have you not two books ?

Why has he not two pens ?

Why had she not two dolls ?

= USe of Main verb =

نوٹ: جب اردو یا ہندی کے جملے میں فعل خاص کا استعمال ہو تو ہر ایک زمانے کے چار حصے ہو جاتے ہیں۔

= Present tense =

Indefinite tense.
Continuous tense.
Perfect tense.
Perfect continuous tense.

Past tense.

indefinite tense.
Continuous tense.
Perfect tense.
Perfect continuous tense.

Future tense.

indefinite tense.
Continuous tense.
Perfect tense.
Perfect continuous tense.

(1) = Present indefinite tense.

پہچان اردو یا ہندی کے ایسے جملے جن کے آخر میں تا ہے ۔ تی ہے ۔ تے ہیں
تا ہوں ۔ وغیرہ جیسی علامتیں آئیں تو ایسے جملے
present indefinite tense کے تحت آتے ہیں
جیسے وہ گھر جاتا ہے ۔ تم نماز پڑھتی ہو ۔ میں خط لکھتا ہوں ۔

(شرط 1) I اور We اور you اور ہر جمع فاعل کے ساتھ
Main verb کی First form کا استعمال ہوتا ہے ۔
اور واحد غائب He she it اور ہر اسم واحد فاعل کے
ساتھ فعل خاص کی First form میں . s یا es ۔ کی اضافت
کے ساتھ لائی جاتی ہے ۔

(شرط 2) اس Tense میں امدادی فعل ۔ ہیں ۔ ہوں ۔ ہو گی
انگریزی نہیں آتی ہے بلکہ ان کا معنی فعل خاص کی فرسٹ فارم
ادا کرتی ہے ۔ جیسے ۔ go کا معنی ہے جاتا ہے ۔ جاتے ہیں ۔

(1) : Affirmative sentence.

Sub + mv(1) + obj.

EX. The boy goes to school.
the girls kill the boy.

② : Negative sentence :

Sub + do / does + not + MV① + obj.

EX - The boy does not go to school.

The girls do not kill the boy.

③ Interrogative Affirmative yes / No

Do / does + sub + MV① + obj ?

EX - Does the boy go to school ?

Do the girls kill the boy ?

④ Interrogative Negative yes / No

Do / Does + Sub + not + MV① + obj ?

EX - Do you not go to Market ?

Does he not Come here ?

⑤ Interrogative Affirmative Wh Question

Wh + do / does + sub + MV① + obj ?

EX - Who goes to school ?

Where do you go ?

⑥ Interrogative Negative Wh Question

Wh + do/does + sub + not + mv① + obj ?

EX- Why do you not go to market ?

Why does he not come here ?

نوٹ جن فاعلوں کے ساتھ فعل خاص کی فرسٹ فارم : s یا -es- کی اضافت کے ساتھ آتی ہے : Negative : جملے میں ان کے ساتھ : Does not - کا استعمال ہو گا اور فعل خاص سے - s : یا : es : کی اضافت کو ہٹا دیا جائے گا - لیکن جن فاعلوں کے ساتھ فعل خاص کی فرسٹ فارم بغیر اضافت کے آتی ہے : Negative : جملے میں ان کے ساتھ : do not : کا استعمال ہو گا :

نوٹ Who : کے ساتھ Do اور : Does : نہیں آتا ہے بلکہ فعل خاص کی فرسٹ فارم : s : یا : es : کی اضافت کے ساتھ لائی جاتی ہے

EX- Who goes to school ?

② present Continuous tense

پہچان: اردو یا ہندی کے ایسے جملے جن کے آخر میں رہا ہے۔ رہی ہے۔ رہے ہیں۔ رہا ہوں۔ وغیرہ آئے تو ایسے جملے present continuous tense کے تحت آتے ہیں۔ جیسے میں خط لکھ رہا ہوں۔

① : Affirmative sentence:

sub+verbtobe+mving+obj.

EX- The child is weeping.

The boy is writing.

② Negative sentence

sub+verbtobe+not+mving+obj.

EX- The child is not weeping.

The girls are not playing.

③ Interrogative Affirmative yes/No

verbtobe+sub+mving+obj?

EX- Is Ahmad weeping ?

Are the girls playing ?

④ Interrogative Negative yes/ No

verbtobe+sub+not+mving+obj ?

Ex- Is he not playing cricket ?

Are you not going to Delhi ?

⑤ Interrogative Affirmative Wh Question

Wh+verbtobe+sub+mving+obj ?

Ex- Who is playing cricket ?

Where is he going ?

⑥ Interrogative Negative Wh Question

Wh+verbtobe+sub+not+mving+obj ?

Ex- Why is he not playing cricket ?

Why are they not going to market ?

3 : present perfect tense :

پہچان اردو یا ہندی کے ایسے جملے جن کے آخر میں چکا ہے۔ چکی ہے۔ چکے ہیں۔ چکی ہے۔ چکی ہو۔ لیا ہے۔ دیا ہے۔ کیا ہے۔ آئے تو ایسے جملے اس زمانے کے تحت آتے ہیں۔ وہ بک چکا ہے۔

نوٹ اس زمانے کو فعل ماضی قریب کے طور پر استعمال کیا جاتا ہے اور اس کا تعلق ہمیشہ حال سے قائم رہتا ہے گویا کہ اس زمانے میں کام کا مکمل ہونا پایا جاتا ہے اس زمانے میں کبھی کبھی۔ Time adverbils کا بھی استعمال ہوتا ہے

Time adverbils : Just ابھی = already پہلے پہلے ہی
Justnow = ابھی ابھی = yet ابھی = = sofar ابتک = = Tillnow

نوٹ Already - Just : = Justnow : کا استعمال مثبت یعنی Affirmative جملے میں ہوتا ہے جبکہ Yet sofar tillnow Never کا استعمال منفی یعنی Negative جملے میں ہوتا ہے۔

① Affirmative sentence

Sub + has/have + mv③ + obj.

EX- I have eaten my food.

He has taken his pen.

② Negative sentence

Sub + has/have + not + mv③ + obj.

EX- I have not taken my food.

He has not taken his food.

③ Interrogative Affirmative yes/No

Has/have + sub + mv③ + obj ?

EX- Have you learnt his lesson ?

Has he gone to Delhi ?

④ Interrogative Negative yes/No

Has/have + sub + not + mv③ + obj ?

EX- Have you not learnt his lesson ?

Has he not gone to school ?

⑤ Interrogative Affirmative Wh Question

Wh + has / have + sub + mv③ + obj ?

EX - Who has gone to school ?

Where has he gone ?

⑥ Interrogative Negative Wh Question

Wh + has / have + sub + not + mv③ + obj ?

EX - Why have you not taken your food ?

Why has he not learnt his lesson ?

نوٹ Already اور Just کا استعمال فعل خاص سے ٹھیک پہلے
ہوتا ہے جبکہ Just now کا استعمال جملے کے آخر میں ہوتا ہے
اور ان کا استعمال مثبت جملے میں ہوتا ہے اور منفی جملے
میں yet sofar tillnow never کا استعمال ہوتا ہے
اس میں Never کا استعمال فعل خاص سے پہلے ہوتا ہے
باقی تینوں جملے کے آخر میں آتے ہیں۔

① - Affirmative Sentence :

EX - I have already read this book .

He has taken his food just now .

He has just gone to market .

② Negative sentence

EX- Have you not taken your food so far ?
Has he not taken his food yet ?
Have you never seen the Taj mahal ?

④ Present perfect Continuous tense

پہچان: اردو یا ہندی کے ایسے جملے جن کے آخر میں رہا ہے۔ رہتا ہے۔ رہے ہیں۔ رہی ہو۔ وغیرہ آئے اور ساتھ ہی کام کے شروع ہونے کا ایک متعین اور غیر متعین وقت بھی مذکور ہو تو ایسے جملے اس Tense کے تحت آتے ہیں۔ جیسے وہ دو سال سے اس مدرسہ میں پڑھ رہا ہے۔

نوٹ: ان جملوں میں دیئے ہوئے وقت کے ساتھ لفظ سے لگا ہوتا ہے جس کی دو انگریزی آتی ہے since اور for
= Since = کا معنی سے کے ساتھ لئے چونکہ سے اس لئے کہ کیونکہ بھی ہوتا ہے جب جملے میں دیا ہوا وقت متعینہ کی جانب اشارہ کرے تو since کا استعمال ہوتا ہے۔
جیسے دوشنبہ سے۔ آٹھ بجے صبح سے -1999 سے -

For: اس کا معنی سے کے ساتھ استعمال کیا جاتا ہے۔ اسلئے کہ چونکہ آتا ہے اگر دیا ہوا وقت غیر متعینہ کی جانب اشارہ کرے تو اس کا استعمال ہوتا ہے جیسے۔ دو گھنٹہ سے۔ دو سال سے۔ دو ہفتہ سے۔

① Affirmative sentence:

sub+has/have+been+mving+
obj+since/for+timegiven.

Ex- I have been reading in this school since 2006.
He has been teaching in that school since 1995.

② Negative Sentence:

sub+has/have+not+been+mving+
obj+since/for+timegiven.

Ex- He has not been reading for two hours.
they have not been writing for two days.

③ Interrogative Affirmative yes/No

Has/have+sub+been+mving+
obj+since/for+timegiven?

EX- Has she been cooking the food since four days ?
Have they been playing cricket since morning ?

Interrogative Negative yes / No
Has / have + sub + not + been + mving +
obj + since / for + time given ?

EX- Has he not been writing his work for two days ?
Have they not writing the letter for two hours ?

(5) Interrogative Affirmative Wh Question
Wh + has / have + sub + been + mving +
obj + since / for + time given ?

EX- Who has been teaching you English for one month ?
Why have you been playing cricket since morning ?

(6) Interrogative Negative Wh Question
Who + has / have + sub + not + been + mving +
obj + since / for + time given ?

EX- Why have you not been going to school for two days ?
Why have you not been Playing cricket since morning ?

نوٹ present perfect continuous tense میں کام کے شروع ہونے کا وقت دیا رہتا ہے جبکہ Present continuous میں وقت نہیں دیا رہتا ہے۔

⑤ = past Indefinite tense =

:پہچان: اردو یا ہندی کے ایسے جملے جن کے آخر میں تا تھا، تی تھی، تے تھے۔ یا تھا۔ ئی تھی۔ ئے تھے۔ وغیرہ آئے تو ایسے اس Tense کے تحت آتے ہیں جیسے وہ جاتا تھا۔ وہ بازار گیا تھا۔ وہ یہاں آیا تھا۔

نوٹ ہر قسم کے فاعل کے ساتھ فعل خاص کی دوسری شکل یعنی Second form لگے گی۔

① Affirmative sentence

sub + mv② + obj.

EX. I Went to market.
He came to school.

2 = Negative Sentence =

Sub+did+not+mv① +obj.

Ex- I did not go to market.

He did not Come to school.

3 Interrogative Affirmative yes / No

Did+ sub+mv①+obj ?

Ex- Did you go to market ?

Did he go to city ?

4 Interrogative Negative yes / No

Did+sub+Not+ mv①+obj ?

Ex- Did you not go to school ?

Did he not go to city ?

5 Interrogative Affirmative Wh Question

Wh+ did +sub+ mv①+obj ?

Ex- Who went to school ?

Where did he go ?

⑥ Interrogative Negative Wh Question

Wh + has ho did + sub + not + mv① + obj ?

EX- Why did he not go to school ?

Why did you not go to market ?

⑥ :: past Continuous tense ::

:: پہچان :: اردو یا ہندی کے ایسے جملے جن کے آخر میں رہا تھا - رہی تھی - رہے تھے - رہیں تھیں - وغیرہ آئے تو ایسے جملے اس Tense کے تحت آتے ہیں - وہ کھانا پکا رہی تھی - میں ایک خط لکھ رہا تھا -

① :: Affirmative Sentence ::

Sub + was / were + mving + obj .

EX- He was writing a letter .

She was cooking the food .

② :: Negative Sentence ::

Sub + was / were + not + mving + obj .

EX- They were not writing letters .

We were not learning lesson .

③ Interrogative Affirmative yes / No

Was / Were + sub + mving + obj ?

EX- Was Ahmad eating the food ?

Were they singing the song ?

④ Interrogative Negative yes / No

Was / Were + sub + not + mving + obj ?

EX- Was he not going to market ?

Were they not singing the song ?

⑤ Interrogative Affirmative Wh Question.

Wh + Was / Were + sub + mving + obj ?

EX- Who Was singing the song ?

Where were they doing ?

⑥ Interrogative Negative Wh Question

Wh + Was / Were + sub + not + mving + obj ?

EX- Why was he not writing a letter ?

Why were they not singing the song ?

7 past perfect tense:

پہچان: اردو یا ہندی کے ایسے جملے جن کے آخر میں چکا تھا۔ چکی تھی۔ چکے تھے۔ چکی تھی جیسی علامتیں آئیں تو ایسے جملے اس Tense کے تحت آتے ہیں۔ جیسے میرے اسٹیشن پہونچنے سے پہلے ٹرین چھوٹ چکی تھی۔

نوٹ اس Tense کا استعمال خاص طور سے ایسے دو کاموں کے لئے ہوتا ہے جو زمانے ماضی میں شروع ہوکر زمانہ ماضی میں ہی یکے بعد دیگرے ختم ہو جائے۔ ڈاکٹر کے آنے سے پہلے مریض مر چکا تھا۔
سبق یاد کرنے کے بعد میں نے کھایا تھا۔
اس نے مجھکو بتایا کہ اس کے والد کا انتقال ہو چکا ہے۔
جب پولس پہونچی تو چور فرار ہو چکا تھا۔

نوٹ اس زمانے میں simple جملے کم آتے ہیں لیکن جو آتے ہیں وہ Timeadverbials کے ساتھ ہی آتے ہیں۔ اس زمانے میں Ever اور Never کا بھی استعمال ہوتا ہے جو طریقہ Present perfect میں Timeadverbials رکھنے کا ہے وہی اس Tense میں ہے۔

① Simple/Affirmative sentence:

sub+had+mv③+obj.

EX- I had already reached here.

you had read this book.

② Negative sentence:

sub+had+not+mv③+obj.

EX- I had not learnt my lesson.

She had not seen the Tajmahal.

③ Interrogative Sentence Affirmative yes/No

had+sub+mv③+obj?

EX- Had he learnt his lesson?

Had you already heared this news?

④ Interrogative Negative yes/No

Had+sub+not+mv③+obj?

EX- Had he not finished his work?

Had you not learnt this book?

⑤ Interrogative Affirmative Wh Question

Wh + had + sub + mv③ + obj ?

EX - Who had finished his work ?

Which book had you read ?

⑥ Interrogative Negative Wh Question

Wh + had + sub + not + mv③ + obj ?

EX - Why had you not learnt your lesson sofar ?

Why had he not finished his work yet ?

:: Complex Sentence ::

:: Definition of Complex ::

جب کوئی جملہ دو یا دو سے زیادہ simple جملے سے مل کر بنا ہو
اور پہلے والے جملے پر بعد میں آنے والے تمام جملے مقصود ہوں
تو ایسے جملے کو complex کہتے ہیں ۔

نوٹ: Complex میں جتنے بھی جملے آتے ہیں ان کو Clause
کہتے ہیں سب سے پہلے والے ٹکڑے یا Clause کو

کہتے ہیں اور بعد میں آنے والے ٹکڑے principal clause
کو subordinate clause کہتے ہیں ۔

نوٹ اگر جملے میں before آیا ہو تو سب سے پہلے ختم ہونے والے کام
کی انگریزی before سے پہلے آئے گی اور principal clause
اسی کا بنے گا اور بعد میں ختم ہونے والے کام کی انگریزی before
کے بعد آئے گی اور subordinate clause اس کا بنے گا

نوٹ :complex میں پہلے ختم ہونے والے کام کو
past perfect میں رکھتے ہیں اور بعد میں ختم ہونے والے
کام کو past indefinite میں رکھتے ہیں conjunction
کوئی بھی ہو یہ اپنی جگہ پر اٹل ہے ۔

نوٹ complex جملوں کی بناوٹ وساخت ان میں آئے ہوئے
conjunction before - After that . When پر منحصر ہے
جو کہ اس زمانے میں استعمال ہوتے ہیں ان کے علاوہ دوسرے
conjunction کا بھی استعمال ہوتا ہے ۔

:: Use of before ::

① :: Affirmative sentence ::

sub + had + mv③ + obj + before + sub + mv② + obj .

EX- The bell had rung before i went to school .
The petient had died before the doctor came .

② :: Negative Sentence ::

sub + had + not + mv③ + obj + before + sub + mv② + obj .

EX- The bell had not rung before I went to school .
The petient had not died before the doctor came .

③ Interrogative Affirmative yes / No .

Had + sub + mv③ + obj + before + sub + mv② + obj ?

EX- Had the bell rung before you went to school ?
Had the birds flown before the sun rose ?

(4) Interrogative Negative yes / No

Had + Sub + not + mv(3) + obj + before +
sub + mv(2) + obj ?

EX- Had you not learnt your lesson I came ?
Had he not gone to school before I came ?

(5) Interrogative Affirmative wh Question

Wh + had + sub + mv(3) + obj + before +
sub + mv(2) + obj ?

EX- Who had learnt his lesson before you came ?
Who had done his work before I came here ?

(6) Interrogative Negative wh Question ?

Wh + had + sub + not + mv(3) + obj + before +
sub + mv(2) + obj ?

EX- Why had ~~no~~ you taken not your food before I came here?
Why had Hameed not come here before you slept ?

نوٹ اوپر ذکر کیئے گئے تمام جملوں میں Principal clause کا
ہی منفی یا سوالیہ جملہ بنتا ہے اسکے علاوہ کا نہیں بنتا ہے -

USe OF After

نوٹ اگر جملے کے اندر After آیا ہو تو سب سے بعد میں ختم ہونے والے کام کو principal clause میں بنایا جاتا ہے اور سب سے پہلے ختم ہونے والے کام کو After کے بعد رکھا جاتا ہے اور اسکا subordinate clause بنتا ہے۔

1. Affirmative Sentence

Sub + mv② + obj + After + Sub + had + mv③ + obj.

EX- The bell rang after I had reached to school.
He came after I had taken my food.

2. Negative Sentence

Sub + did + not + mv① + obj + After + Sub + had + mv③ + obj.

EX- I did not take my food after you had come.
I did not read after he had reached here.

③ Interrogative Affirmative yes / No

Did + sub + mv① + obj + after + sub + had + mv③ + obj ?

EX- Did you go to school after I had come here ?
Did he go to Delhi after you had come ?

④ Interrogative Negative yes / No

Did + sub + not + mv① + obj + after + sub + had + mv③ + obj ?

EX- Did he not take his lunch after I had gone to Basti ?
Did he not go to Delhi after I had come here ?

⑤ Interrogative Affirmative Wh Question

Wh + did + sub + mv① + obj + after + sub + had + mv③ + obj ?

EX- Who came after the bird had flown ?
Who took lunch after I had come here ?

⑥ Interrogative Negative Wh Question:
Wh+did+sub+not+mv①+obj+after+
sub+had+mv③+obj?

EX- Why did you not take your lunch after I had come?
Why did she not cook the food after I had gone to Delhi?

:: Use of That ::

نوٹ: اگر جملے میں That آیا ہو تو سب سے پہلے ختم ہونے والے کام کا subordinate clause بنایا جائے گا اور بعد میں ختم ہونے والے کام کا Principal clause بنایا جائے گا:

① :: Affirmative Sentence ::
Sub+mv②+obj+that+sub+
had+mv③+obj.

EX- He told me that he had married a blind girl.
He told me that Hameed had perfomed Namaz.

② Negative Sentence:

sub+did+not+mv①+obj+that+
sub+had+mv③+obj.

EX- He did not tell me that he had married a blind girl.
He did not tell me that Hameed had performed Namaz.

③ Interrogative Affirmative yes / No

Did+sub+mv①+obj+that+sub+
had+mv③+obj?

EX- Did he tell you that he had married a blind girl?
Did he tell you that his father had died?

④ Interrogative Negative yes / No

Did+sub+not+mv①+obj+that+sub+
had+mv③+obj?

EX- Did he not tell you that I had married a girl?
Did he not tell you that his father had died?

⑤ Interrogative Affirmative Wh Question

Wh + did + sub + mv① + obj + that +
sub + had + mv③ + obj ?

Ex- Who told you that I had married girl ?
Who told you that his father had died ?

⑥ Interrogative Negative Wh Question

Wh + did + sub + not + mv① + obj + that +
sub + had + mv③ + obj ?

Ex- Why did you not tell me that he had married a girl ?
Why did you not tell me that his father had died ?

∴ Use of When ∴

نوٹ: When کے ساتھ جو جملہ جڑتا ہے مرکب جملے میں When کے ساتھ اس کی انگریزی جب کے ساتھ بنائی جاتی ہے خواہ وہ پہلے ختم ہونے والا کام ہو یا بعد میں ختم ہونے والا ہو عام طور پر پہلے ختم ہونے والا کام ہی جب کے ساتھ جڑتا ہے۔

نوٹ: اگر مرکب جملوں میں when والا ٹکڑا پہلے آئے تو اس کے بعد کاما لگا یا لگایا جائے گا اور اسکے بعد دوسرا حصہ لکھا جائے گا اور جب when والا حصہ بعد میں آئے تو اس میں کاما کی ضرورت نہیں پڑھتی ہے ان جملوں میں تو یا تب آتا ہے جس کی کوئی انگریزی نہیں لکھی جاتی ہے۔

EX- When the rain had fallen, I came out of home.
When I came out of home, the rain had finished.
When I had reached, the train started.
When we reached the college, the bell had rung.

(8) past perfect Continuouse tense

پہچان: اردو یا ہندی کے ایسے جملے جن کے آخر میں رہا تھا۔ رہی تھی رہے تھے۔ وغیرہ آئے تو ایسے جملے اس Tense کے تحت آتے ہیں دوسرے الفاظ میں کسی کام کا زمانہ ماضی میں کسی دیئے وہوئے وقت سے شروع ہوکر زمانہ ماضی میں جاری رہنا۔

نوٹ since اور for کا استعمال اس زمانے میں بھی ہوتا ہے صرف Helping verb بدل جاتا ہے باقی سب وہی رہتا ہے
جیسے وہ دو گھنٹے سے پڑھ رہا تھا۔

① **Affirmative Sentence:**

Sub + had + been + Mving + obj +
Since / for + Time given.

Ex- Ahmad had been going to school for two day.
Hameed had been writing a letter since morning.

② **Negative Sentence:**

Sub + had + not + been + mving + obj +
Since + for + time given.

Ex- I had not been washing my clothe since morning.
He had not been playing the cricket two hours.

③ **Interrogative Affirmative Yes / No**

Had + Sub + been + mving + obj +
Since / for + time given ?

Ex- Had Ahmad been going to school for two days ?
Had Hameed been writing a letter since morning ?

④ Interrogative Negative yes / No

Had+ Sub+ not+ been+ mving+ obj+ since / for+ timegiven ?

EX- Had Ahmad not been going to school for two days ?

Had Hameed not been writing a letter since morning ?

Wh+had+Sub+been+mving+obj+Since / for+timegiven ?

⑤ Interrogative Affirmative Wh Question

EX- Who had been going to school for two days ?

What had he been reading since morning ?

⑥ Interrogative Negative Wh Question

Wh+ had+ sub+ Not+ been+ mving+ obj+ since / for+ timegiven ?

EX- Why had you not been going to school for two days ?

Why had he not been leaning his lesson since morning ?

⑨ :: Future Indefinite tense ::

:: پہچان :: اردو یا ہندی کے ایسے جملے جن کے آخر میں ئے گا۔ ئیگی۔ ئینگے وغیرہ آئے تو ایسے جملے اس Tense کے تحت آتے ہیں۔
جیسے وہ اسکول جائے گا۔ کون اسکول جائے گا۔

:: نوٹ :: I اور We کے ساتھ shall کا استعمال ہوتا ہے باقی تمام قسم کے فاعل کے ساتھ will کا استعمال ہوتا ہے لیکن اگر بات یقین کی منزل میں ہو تو اسوقت I اور We کے ساتھ will کا استعمال ہوتا ہے باقی تمام فاعل کے ساتھ shall کا استعمال ہوتا ہے۔

① :: Affirmative Sentence ::

Sub + Shall / Will + mv① + obj .

EX- Ahmad will go to school .
I shall go to school .

② :: Negative Sentence ::

Sub + Shall / Will + not + mv① + obj .

EX- Ahmad will not go to school .
I shall not go to school .

③ Interrogative Affirmative yes/No

Shall/Will+Sub+mv①+obj ?

EX- Will you go to school ?

Will he go to Delhi ?

④- Interrogative Negative yes/No

shall/Will+sub+not+mv①+obj ?

EX- Will you not go to school ?

Will he not go to market ?

⑤ Interrogative Affirmative Wh Question

Wh+shall/Will+Sub+mv①+obj ?

EX- Who Will go to market ?

Where Will he go ?

⑥ Interrogative Negative Wh Question

Wh+Shall/Will+Sub+not+mv①+obj ?

EX- Why Will you not go to market ?

Why will he not go to school ?

⑮ ⁘Future Continuous tense⁘

⁘پہچان ⁘ اردو یا ہندی کے ایسے جملے جن کے آخر میں رہا ہوگا۔ رہی ہوگی ۔ رہے ہوگے۔ رہے ہونگے۔ رہی ہوگی۔ وغیرہ آئے تو ایسے جملے اس Tense کے تحت آتے ہیں۔ جیسے وہ پڑھ رہا ہوگا۔ تم لکھ رہے ہوگے۔

① ⁘Affirmative Sentence⁘

Sub + Shall / Will + be + mving + obj.

EX- He will be playing cricket.
I shall be going to school.

② ⁘Negative Sentence⁘

Sub + Shall / Will + not + be + mving + obj.

EX- He will not be playing cricket.
I shall not be buying the book.

③ Interrogative Affirmative yes / No

Shall / will + sub + be + mving + obj ?

EX- Will you be writing a letter ?
Will they be cooking the food ?

④ Interrogative Negative yes / No

Shall / Will + Sub + not + be + mving + obj ?

EX- Will you not be writing a letter ?

Will he not be eating the food ?

⑤ interrogative Affirmative Wh question

Wh + Shall / Will + Sub + be + mving + obj ?

EX- Who will be writing a letter ?

What will they be cooking ?

⑥ Interrogative Negative Wh Question

Wh + Shall / Will + Sub + not + be + mving + obj ?

EX- Why will you not be cooking the food ?

Why will he not be writing a letter ?

(11) Future perfect tense

پہچان: اردو یا ہندی کے ایسے جملے جن کے آخر میں چکے گا۔ چکے گی۔ چکینگے۔
چکوگی۔ وغیرہ آئے تو ایسے جملے اس Tense کے تحت آتے ہیں یعنی
زمانہ مستقبل میں ایک متعین وقت تک کام کے مکمل ہونے کا ذکر
ہو۔ جیسے میں خط پڑھ چکوں گا۔ وہ نماز ادا کر چکے گا۔

(1) Affirmative Sentence

Sub + Shall / Will + have + MV(3) + obj +
by + time given.

EX – I Shall have finished my work by 1 pm.
He Will have Completed his work by monday.

(2) Negative Sentence

Sub + shall / Will + not + have + mv(3) +
obj + by + time given.

EX – I shall not have written my letter by morning.
He Will not have completed his work by 2 Am.

③ Interrogative Affirmative yes / No:

Shall / Will + Sub + have + mv③ + obj +
by + timegiven ?

EX- will you have written the letter by 4 pm ?
Will you have Completed your work by morning ?

④ Interrogative Negative yes / No

Shall / Will + Sub + not + have + mv③ +
obj + by + timegiven ?

EX- Will you not have written the letter by 3 pm ?
will he not have Completed his work by sunday ?

⑤ Interrogative Affirmative Wh Question

Wh + Shall / will + Sub + have + mv③ +
obj + by + timegiven ?

EX- Who will have written a letter by 1 pm ?
Who will have done his work by morning ?

6 Interrogative Negative Wh Question

Who+Shall / Will+ Sub+ not+ have+ mv③ +

obj+ by+ timegiven ?

EX- Why will you not have written a letter by 4 pm ?

Why will you not have learnt lesson by sunday ?

نوٹ اس Tense میں مرکب جملے بھی آتے ہیں لیکن بہت کم اور جو آتے ہیں وہ before Conjunction والے آتے ہیں۔

Complex Sentence

نوٹ: اس Tense میں مرکب جملے کم آتے ہیں اس زمانہ میں عام طور سے before ہی کا استعمال ہوتا ہے پہلے ختم ہونے والے کام کو Future perfect میں رکھا جائے گا اور بعد میں ختم ہونے والے کام کو present Indefinite میں رکھا جائے گا۔

1 Affirmative Sentence

Sub+ Shall / Will+ have+ mv③+ obj !

before+ Sub+ mv① obj !

EX- You will have written a letter before the sun rises.

He will have finished my work before the sun rises.

② :: Negative Sentence:-

Sub+ Shall / Will+not+have+ mv③ + obj+ before+ Sub + mv① + obj.

EX- I Shall not have Written a letter before you come.

He will not have completed his Work before you come.

③ :: Interrogative Affirmative yes / No::

Shall / Will+Sub+have+ mv③+obj+before+ Sub+ mv①+obj ?

EX- Will you have Come here before Ahmad goes ?

Will she have cooked food before I reach home ?

④ :: Interrogative Negative yes / No::

Shall / Will + Sub+ not+ have+ mv③+obj + before + Sub+ mv① + obj ?

EX- Will you not have Cooked rice before I Come ?

Will he not have Completed his Work before you Come ?

⑤ :: Interrogative Affirmative Wh Question ::

Wh + Shall / Will + Sub + have + mv③ + obj +

before + Sub + mv① + obj ?

EX- Who will have cooked food before you come ?

What will he have cooked before I reach ?

⑥ :: Interrogative Negative Wh Question ::

Wh + Shall / Will + Sub + not + have + mv③ +

obj + before + Sub + mv① + obj ?

EX- Why will he not have completed his work before

you go to school ?

Why will he not have bathed before the sun rises ?

(12) Future perfect Continuous tense:

پہچان: اردو یا ہندی کے ایسے جملے جن کے آخر میں رہا ہوگا۔ رہی ہوگی رہے ہونگے۔ رہے ہوگے۔ وغیرہ آئے تو ایسے جملے اس Tense کے تحت آتے ہیں بالفاظ دیگر کسی کام کا زمانہ مستقبل میں کسی دیئے ہوئے وقت سے شروع ہوکر زمانہ مستقبل میں جاری رہنا۔

جیسے وہ صبح سے خط لکھ رہا ہوگا۔ وہ شام سے مارہا ہوگا۔

نوٹ: جس طریقے سے since اور for کا استعمال present perfect Continuous tense اور Past perfect continuous tense میں ہوتا ہے اسی طرح اس Tense میں ہوتا ہے صرف helping verb یعنی امدادی فعل بدل جاتا ہے۔

(1) Affirmative Sentence:

Sub + shall/will + have + been + mving + obj + since/for + timegiven.

EX- He will have been riciting the Holy Quran since morning:

you will have been writing a letter since 2008.

② :Negative Sentence:

sub+shall/will+not+have+been+mving+
obj+since/for+timegiven.

EX-. We shall not have been learning our lessons since morning.
They will not have been writing their letters for twodays.

③ Interrogative Affirmative yes/No

Shall/Will+sub+have+been+mving+obj+
since/for+timegiven?

EX-Will you have been reciting the Holy Quran since morning?
will he have been writing a letter for two days?

④ Interrogative Negative yes/No

Shall/will+Sub+not+been+been+mving+
obj+since/for+timegiven?

EX- Will you not have been reciting the Holy Quran since morning?
Will he not have been writing a letter for one day?

⑤ → Interrogative Affirmative Wh Question:

Wh+Shall / Will+ Sub+have+been+ mving+ obj + since/for+timegiven ?

EX- Who Will have been reciting the Holy Quran Since morning ?

What Will you have been reading for two days ?

⑥ Interrogative Negative Wh Question :

Wh + Shall / Will + Sub+ not + have + been + mving + obj + since/for + timegiven ?

EX- Why Will he not have been reading his lesson for two days ?

Why Will you not have been writing a letter to me Since next month ?

Active voice and passive voice:

نوٹ: Transitive verb: فعل متعدی کا ہی
possive verb یعنی فعل مجہول بنتا ہے مفعول کو فاعل کی جگہ
پر رکھا جاتا ہے اور بارہ Tenses میں صرف آٹھ Tenses کا
ہی passive voice: بنتا ہے ۔

① present indefinite –	① Present Continuous.
② past indefinite –	② past Continuous.
③ Future indefinite –	③ Future Continuous.
④ Present Continuous –	④ is / am / are being.
⑤ Past Continuous –	⑤ was / were being.
⑥ present perfect –	⑥ has been have been.
⑦ past Perfect –	⑦ had been.
⑧ Future perfect –	⑧ Will / Shall have been.

مندرجہ ذیل تین شرطوں کے تحت فعل مجہول کا استعمال ہوتا ہے ۔

① جب مفعول یعنی suffer car of action کو فاعل Doer یعنی of action پر اہمیت حاصل ہو ۔

EX- Soaps are made from vegitable oil .

② جب کسی کی توجہ فاعل کے بجائے مفعول کی جانب مبذول کرائی جائے ۔

EX- The child was run over by the speedy car .

③ جب کسی غلطی کو جان کر کسی مصلحت کے تحت چھپانے کے لئے ۔

EX The mistake in the report was done .

نوٹ Active voice کے فاعل کو passive voice میں مفعول بنا دیا جاتا ہے اور Active voice کے مفعول کو passive voice میں فاعل بنا دیا جاتا ہے نئے مفعول سے پہلے By لگایا جاتا ہے اور Active voice کے فعل کو passive voice میں فعل کی Third form سے بدل دیا جاتا ہے اگر وہ Third form میں نہ ہو ۔ اور Tense کے مطابق امدادی فعل کو بدلا جاتا ہے ۔

نوٹ:۔ Active voice میں استعمال ہونے والے Nominative case کے ضمیر کو Passive voice میں objective case کے ضمیر سے بدل دیا جاتا ہے اور اس نئے ضمیر سے پہلے 'By' کا اضافہ بھی کر دیا جاتا ہے۔ Nominative case کا ضمیر جیسے passive voice میں objective case کے ضمیر سے بدل دیا جاتا ہے

Nominative pronoun in Active voice	objective pronoun in Passive voice
I.	Me.
We.	Us.
You.	You.
They.	Them.
He.	Him.
She.	Her.
Who.	Whom.

نوٹ:۔ Active voice کے اسم کو Passive voice میں ضمیر سے نہیں بدلا جاتا ہے بلکہ اسکو اپنی حالت پر رکھتے ہیں۔

1 :: Present Indefinite tense ::

1 :: Affirmative Sentence ::

Sub + mv(1) + obj. AC.

N·Sub + is / am / are + mv(3) + obj + by + N·obj. PC.

EX- I buy a book. AC.

A book is bought by me. PC.

2 :: Negative Sentence ::

Sub + do + does + not + mv(1) + obj. AC.

N·Sub + is / am / are + not + mv(3) + obj + by + N·obj. PC.

EX- She does not write a letter. AC.

a letter is not written by her. PC.

3 :: Interrogative Affirmative yes / No ::

Do / Does + Sub + mv(1) + obj? AC.

Is / am / are + Sub + mv(3) + obj + by + N·obj? PC.

EX- Do you like the mangoes? AC.

Are the mangoes liked by you? PC.

④ **Interrogative Negative yes/No**

Do/does + sub + not + mv① obj ? AC.

IS/am/are + sub + not + mv③ + obj + by + N·obj ? PC.

EX- Does She not Cook food ? AC.

Is the food not Cooked by her ? PC.

⑤ **Interrogative Affirmative Wh Question**

Wh + do/does + Sub + mv① + obj ? AC.

Wh + is/am/are + N·Sub + mv③ + obj + by + N·obj ? PC.

EX- Who hits the ball ? AC.

By Whom is the ball hit ? PC.

⑥ **Interrogative Negative Wh Question**

Wh + do/does + sub + not + mv① + obj ? AC.

Wh + is/am/are + N·sub + not + mv③ + obj + by + N·obj ? PC.

Why does Ahmad not play Cricket ?

Why is Cricket not played by Ahmad ?

نوٹ: Who والے جملے میں Who کی جگہ پر By Whom کا استعمال ہوتا ہے باقی سوالیہ الفاظ اپنی حالت پر رہتے ہیں۔

② :: past Indefinite tense ::

① :: Affirmative Sentence ::

sub + mv② + obj . AC.

N. sub + was / were + mv③ + obj + by + N. obj . PC.

EX- I threw the ball . AC

The ball was thrown by me. PC.

② :: Negative Sentence ::

sub + did not + mv① + obj . AC.

N. sub + was / were + not + mv③ + obj + by + N. obj . PC.

EX- He did not eat the mangoes . AC.

The mangoes were not eaten by him . PC.

③ :: Interrogative Affirmative yes / No ::

Did + sub + mv① + obj ?

was / were + sub + mv③ + obj + by + N. obj ?

EX- Did you throw the ball ? AC.

was the ball thrown by you? PC.

④ :Interrogative Negative yes / No:

Did + Sub + not + mv① + obj ? AC.

Was / Were + sub + not + mv③ + obj + by + N.obj ? PC.

EX- Did She not throw the ball ? AC.

Was the ball not thrown by her ? PC.

⑤ :Interrogative Affirmative Wh Question:

Wh + did + Sub + mv① + obj ? AC.

Wh + was / were + N.sub + mv③ + obj + by + N.obj ? PC.

EX- Who threw the ball ? AC.

By Whom was the ball thrown ? PC.

⑥ :Interrogative Negative Wh Question:

Wh + did + Sub + not + mv① + obj ? AC.

Wh + was / were / N.Sub + mv③ + obj + by + N.obj ? PC.

EX- Why did you not throw the ball ? AC.

Why was the ball not thrown by you ? PC.

(3) Future Indefinite tense

(1) Affirmative Sentence

Sub + Shall / Will + mv(1) + obj. AC.

N·Sub + Shall / Will + be + mv(3) + obj + by + N·obj. PC.

EX- He Will kill the snake. AC.

The snake will be killed by him. PC.

(2) Negative Sentence

Sub + Shall / Will + not + mv(1) + obj. AC.

N·Sub + Shall / Will + be + mv(3) + obj + by + N·obj. PC.

EX- She will not kill the Snake. AC.

The Snake will not be killed by her. PC.

(3) Interrogative Affirmative yes / No

Shall / Will + Sub + mv(1) + obj ? AC.

Shall / will + N·sub + be + mv(3) + obj + by + N·obj ? PC.

EX- Will he help you ? AC.

Will you be helped by him PC.

④ :: Interrogative Negative yes / No ::

Shall / Will + Sub + not + mv① + obj ? AC.

Shall / Will + N·sub + not + be + mv③ + obj + by + N·obj ? PC.

EX- Will he not make a noise in the classroom ? AC.

Will a noise not be made in the classroom by him? PC.

⑤ :: Interrogative Affirmative Wh Question ::

Wh + Shall / Will + Sub + mv① + obj ? AC.

Wh + Shall / Will + N·sub + be + mv③ + obj + by + N·obj ? PC.

EX- Who will kill the Snake ? AC.

By whome will the Snake be killed ? PC.

⑥ :: Interrogative Negative Wh Question ::

Wh + Shall / Will + Sub + not + mv① + obj ? AC.

Wh + Shall / Will + N·Sub + not + be + mv③ + obj + by + N·obj ? PC.

EX- Why will you not recite the poem ? AC.

Why will the poem not be recited by you ? PC.

4 Present Continuous tense:

1 Affirmative Sentence:

Sub + verbtobe + mving + obj. AC.

N. sub + is / am / are + being + mv③ + obj + by + N. obj. PC.

EX- The former is harvesting the Crop. AC.

The Crop is being harvested by the former. PC.

2 Negative Sentence:

Sub + verbtobe + not + mving + obj. AC.

N. Sub + is / am / are + not + being + mv③ + obj + by + N. obj. PC.

EX- This boy is not doing his home work. AC.

His home work is not being done by this boy PC.

3 Interrogative Affirmative yes / No

verbtobe + Sub + mving + obj? AC.

Is / am / are + N. sub + being + mv③ + obj + by + N. obj? PC.

EX- Are you eating an apple? AC.

Is an apple being eaten by you? PC.

④ :: Interrogative Negative yes / No ::

verbtobe + Sub + not + mving + obj ? AC.

IS / am / are + N·Sub + not + being + mv③ + obj + by + N·obj ? PC.

EX- Are you not taking your medicine ? AC.

IS your madicine not being taken by you ? PC.

⑤ :: Interrogative Affirmative Wh Question ::

Wh + verbtobe + Sub + mving + obj ? AC.

Wh + is / am / are + N·Sub + being + mv③ + obj + by + N·obj ? PC.

EX- Who is giving you gift ? AC.

By whom are you being given gift ? PC.

⑥ :: Interrogative Negative Wh Question ::

Wh + verbtobe + Sub + not + mving + obj ? AC.

Wh + is / am / are + N·Sub + not + being + mv③ + obj + by + obj ? PC.

EX- Why are you not learning your lesson ? AC.

Why is your lesson not being learnt by you ? PC.

(5) Past Continuous tense

(1) Affirmative Sentence

sub+was/were+mving+obj. AC.

N·sub+was/were+being+mv③+obj+by+N·obj. PC.

EX- you were learning your lesson. AC.

your lesson was being learnt by you PC.

(2) Negative Sentence

sub+was/were+not+mving+obj. AC.

N·sub+was/were+not+being+mv③+obj+by+N·obj. PC.

EX- She was not washing her clothes. AC.

Her clothes were not being washed by her. PC.

(3) Interrogative Affirmative yes / No

was/were+sub+mving+obj? AC.

was/were+N·sub+being+mv③+obj+by+N·obj? PC.

EX- was he reading a novel? AC.

was a novel being read by him? PC.

④ :: Interrogative Negative: yes / No ::

Was / Were + Sub + not + mving + obj ? AC.

Was / Were + N·Sub + not + being + mv③ + obj + by + N·obj ? PC.

EX- Was he not playing the game ? AC.

Was the game not being played by him? PC.

⑤ :: Interrogative Affirmative Wh Question ::

Wh + Was / Were + Sub + mving + obj ? AC.

Wh + Was / Were + N·Sub + being + mv③ + obj + by + N·obj ? PC.

EX- Who was taking his food ? AC.

By whome was his food being taken ? PC.

⑥ :: Interrogative Negative Wh Question ::

Wh + Was / Were + Sub + not + mving + obj ? AC.

Wh + Was / Were + N·Sub + not + being + mv③ + obj + by + N·obj ? PC.

EX- Why was he not calling you ? AC.

Why were you not being called by him ? PC.

6 Present Perfect tense

1 Affirmative Sentence

Sub + has / have + mv③ + obj. AC.

N. Sub + has / have + been + mv③ + obj + by + N. obj. PC.

EX- I have written the essay. AC.

The essay has been written by me. PC.

2 Negative Sentence

Sub + has / have + not + mv③ + obj: AC.

N. Sub + has / have + not + been + mv③ + obj + by + N. obj. PC.

EX- you have not finished your work. AC.

your work has not been finished by you. PC.

3 Interrogative Affirmative yes / No

Has / have + Sub + mv③ + obj? AC.

Has / have + N. Sub + been + mv③ + obj + by + N. obj? PC.

EX- Have you given him your book? AC.

Has your book been given him by you? PC.

④ :- Interrogative Negative yes / No :-

Has / have / Sub + not + mv③ + obj ? AC.

Has / have + N.Sub + not + been + mv③ + obj + by + N.obj ? PC.

EX- Has the hunter not killed the fox ? AC.

Has the fox not been killed by the hunter ? PC.

⑤ :- Interrogative Affirmative Wh Question :-

Wh + Has / have + Sub + mv③ + obj ? AC.

Wh + has / have + N.Sub + been + mv③ + obj + by + N.obj ? PC.

EX- Why has she eaten the grapes ? AC.

Why have the grapes been by her ? PC.

⑥ :- Interrogative Negative Wh Question :-

Wh + has / have + sub + not + mv③ + obj ? AC.

Wh + has / have + N.Sub + not + been + mv③ + obj + by + N.obj ? PC.

EX- Why have you not learnt your lesson ? AC.

Why has your lesson not been learnt by you ? PC.

⑦ Past Perfect tense

① Affirmative Sentence

Sub + had + mv③ + obj. AC

N· sub + had + been + mv③ + obj + by + N· obj. PC

EX- The driver had stoped the train. AC.

The train had been stoped by the driver. PC.

② Negative Sentence

Sub + had + not + mv③ + obj. AC.

N· sub + had + not + been + mv③ + obj + by + N· obj. PC.

EX- I had Wril Written the letter before. AC.

The letter had not been written before by me. PC.

③ Interrogative Affirmative yes / No

Sub Had + sub + mv③ + obj? AC.

Had + N· sub + been + mv③ + obj + by + N· obj? PC.

EX- Had they called you before leaving Delhi? AC.

Had you been called by them before leaving Delhi? PC.

④ ::Interrogative Negative yes / No::

Had + Sub + not + mv③ + obj? AC.

Had + N·Sub + not + been + mv③ + obj + by + N·obj? PC.

EX- Had the dog not attacked the Cat? AC.

Had the cat not been attecked by the dog? PC.

⑤ ::Interrogative Affirmative wh Question::

Wh + had + Sub + mv③ + obj? AC.

Wh + had + N·Sub + been + mv③ + obj + by + N· obj? PC.

EX- Who had taken his food? AC.

By whome had his food been taken? PC.

⑥ ::Interrogative Negative wh Question::

Wh + had + Sub + not + mv③ + obj? AC.

Wh + had + N·Sub + not + been + mv③ + obj + by + N·obj? PC.

EX- Why had you not given the book your friend? AC.

Why had the book not been given your friend by you? PC.

Complex Sentence

① Affirmative Sentence

Sub+had+mv③+obj+before+Sub+mv②+obj. AC.

N·Sub+had+been+mv③+obj+by+N·obj+before+Sub+mv②+obj. PC.

EX- I had Completed my work before you Came here. AC.

my work had been Completed by me before you Came here. PC.

② Negative Sentence

Sub+had+not+mv③+obj+before+Sub+mv②+obj. AC.

N·sub+had+not+been+mv③+obj+before by+N·obj+ before+ Sub+Sub+mv② +obj. PC.

EX- He had not written the letter before you Came here. AC.

The letter had not been Completed by him before you Came here. PC.

③ Interrogative Affirmative yes / No

Had+Sub+mv③+obj+before+Sub+mv②+obj? AC.

Had+N·Sub+been+mv③+obj+by+N·obj+ before+Sub+mv②+obj? PC.

EX- Had he written the letter before you came here? AC.
Had the letter been written by him before you came here? PC.

④ Interrogative Negative yes / No:
Had + Sub + not + mv③ + obj + before + Sub + mv② + obj? AC
Had + N·sub + not + been + mv③ + obj + by + N·obj + before + Sub + mv② + obj? PC.

EX- Had he not written the letter before you came here? AC.
Had the letter not been written by him before you came here? PC.

⑤ Interrogative Affirmative Wh Question:
Wh + had + Sub + mv③ + obj + before + Sub + mv② + obj? AC.
Wh + had + N·Sub + been + mv③ + obj + by + N·obj + before + Sub + mv② + obj? PC.

Why had you beaten the old servant before going out? AC.
Why had the servant been beaten by you before going out? PC.

(6) :Interrogative Negative Wh Question:

Wh + had + Sub + not + mv(3) + obj + before + Sub + mv(2) + obj + AC.

Wh + had + N.Sub + not + been + mv(3) + obj + by + N.obj + before + Sub + mv(2) + obj ? PC.

EX- Why had you not beaten the servant before going out ? AC.

Why had the servant not been beaten by you before going out ? PC.

(8) :Future perfect tense:

(1) :Affirmative Sentence:

Sub + Shall / Will + have + mv(3) + obj + by + Time given. AC.

N.Sub + Shall / Will + have + been + mv(3) + obj + by + Time given + by + N.obj. PC.

EX- I shall have tought English to my brother by 6 Am. AC.

The English will have been tought to my brother by 6 Am by me. PC.

(2) Negative Sentence:

Sub+Shall/Will+not+have+mv(3)+obj+by+Timegiven+ AC.

N.Sub+Shall/Will+not+have+been+mv(3)+obj+
by+Timegiven+ by+N.obj. PC.

EX- He will not have completed his work by 6 Am. AC.

His work will not have been completed by 6 Am by him. PC.

(3) Interrogative Affirmative yes / No:

Shall/Will + Sub+have+mv(3)+obj+ by+Timegiven? AC.

Shall/will+N.Sub+have+been+mv(3)+obj+ by+Timegiven+ by+N.obj? PC.

EX- Will She have Completed her home work by 5 Am? AC.

Will the home work have been Completed by 5 Am by her? PC.

(4) Interrogative Negative yes / No:

Shall/Will+Sub+not+have+mv(3)+obj+by+Timegiven? AC.

Shall/Will+N.Sub+not+have+been+mv(3)+obj+
by+ Timegiven+ by+ N. obj? PC.

EX- Will he not have written the book by monday? AC.

Will the book not have been written by monday by him? PC.

⑤ **Interrogative Affirmative Wh Question:**

Wh+Shall / will+Sub+have+mv③+obj+by+Timegiven? AC.

Wh+Shall / will+N.Sub+have+been+mv③+obj+by+Timegiven+by+N.obj? PC.

EX- Who will have completed his work by monday? AC.

by whom will have been completed by monday? PC.

⑥ **Interrogative Negative Wh Question:**

Wh+Shall / Will+Sub+not+have+mv③+obj+by+Timegiven? AC.

Wh+Shall / will+N.sub+not+have+been+mv③+obj+by+timegiven+by+N.obj? PC.

EX- Why will he not have written book by monday? AC.

Why will book not have been written by monday by him? PC.

Use of Can

① Affirmative Sentence

N· Sub + Can + be + mv③ + obj + by + N· obj. PC.

EX- I Can help you. AC.

you Can be helped by me. PC.

② Negative Sentence

N· Sub + Can + not + be + mv③ + obj + by + N· obj. PC.

EX- He Can not help you. AC.

you Can not be helped by him. PC.

③ Interrogative Affirmative yes / No

Can + N· Sub + be + mv③ + obj + by + N· obj? PC.

EX- Can you help me? AC.

Can I be helped by you? PC.

④ Interrogative Negative yes / No

Can + N· Sub + not + be + mv③ + obj + by + N· obj? PC.

EX- Can you not help me? AC.

Can I not be helped by you? PC.

⑤ Interrogative Affirmative Wh Question:

Wh+Can+N·Sub+be+mv③+obj+by+N·obj? PC.

EX- Who Can help me? AC.

By Whom can I be helped? PC.

⑥ Interrogative Negative Wh Question:

Wh+Can+N·Sub+not+be+mv③+obj+by+N·obj? PC.

EX- Why Can you not help me? AC.

Why Can I not be helped by you? PC.

Use of Could

① Affirmative Sentence:

N·Sub+Could+be+mv③+obj+by+N·obj. PC.

EX- He Could kill the snake. AC.

The snake Could be killed by him. PC.

② Negative Sentence:

N. Sub + Could + not + be + mv③ + obj + by + N. obj. PC.

EX- She Could not kill the Snake. AC.

The Snake Could not be killed by her. PC.

③ Interrogative Affirmative yes / No:

Could + N. sub + be + mv③ + obj + by + N. obj? PC.

EX- Could he kill the snake? AC.

Could the snake be killed by him? PC.

④ Interrogative Negative yes / No:

Could + N. Sub + not + be + mv③ + obj + by + N. obj? PC.

EX- Could he not kill the snake? AC.

Could the snake not be killed by him? PC.

⑤ Interrogative Affirmative Wh Question:

Wh + Could + N. Sub + be + mv③ + obj + by + N. obj? PC.

EX- Who Could kill the Snake? AC.

By whom Could the snake be killed? PC.

6 Interrogative Negative Wh Question

Wh + Could + N·Sub + not + be + mv③ + obj + by + N·obj? PC.

EX- Why Could he not kill the snake? AC.

Why Could the Snake not be killed by him? PC.

نوٹ: Model Auxiliary verb کو Passive voice میں بدلتے وقت مندرجہ ذیل طریقہ سے تبدیلی کی جاتی ہے۔

Active	Passive
Can	Can be
Could	could be
may	may be
might	might be
must	must be
ought to	ought to be

نوٹ: کبھی کبھی Transitive verb جب حرف جار کے ساتھ آتا ہے تو فعل متعدی کا کام کرتا ہے اس کا فعل مجہول بناتے وقت اس حرف جار کو باقی رکھا جاتا ہے۔

EX- They laughed at me. AC.

I was laughed at by them. PC.

:: Imperative Sentence جملہ حکمیہ انشائیہ ::

جملہ انشائیہ سے امر، نہی، عرض اور تجویز وغیرہ کا اظہار ہوتا ہے ایسے جملوں میں فاعل ہمیشہ پوشیدہ رہتا ہے اور یہ فاعل you ہوتا ہے۔ مثلاً Came in = you came in:

① ایسے :Imperative Sentences (جملہ انشائیہ) جن سے امر کا اظہار ہوتا ہے ان کی :Passive voice: بناتے وقت Let کے بعد object (مفعول) کو لکھ کر :Helping verb: (امدادی فعل) be. کا استعمال کیا جاتا ہے اور پھر main verb کی Third form کو لکھا جاتا ہے

② جن جملہ انشائیہ سے نہی کا اظہار ہوتا ہے ان میں main verb (فعل خاص) اور :Helping verb: امدادی فعل) کے درمیان Not کا استعمال کیا جاتا ہے

① :: Affirmative Sentence ::

Let + N.Sub + be + mv③ + N. obj. PC.

EX- Open the door. AC.

Let the door be opened. PC.

Shut the door. AC.

Let the door be shut. PC.

(2) Negative Sentence

Let + N·Sub + not + be + mv(3). PC.

EX- Donot abuse others. AC.

Let others not be abused. PC.

Donot pluck the flowers. AC.

Let the flowers not be plucked. PC.

(3) جن مثبت جملہ انشائیہ سے عرض کا اظہار ہوتا ہے ان میں Main verb (فعل خاص) اور Helping verb (امدادی فعل) باقی رہتا ہے اور Passive voice بناتے وقت Please kindly کی جگہ پر you are requested to کا استعمال ہوتا ہے باقی جملہ میں کوئی تبدیلی نہیں کی جاتی ہے۔

(4) جن منفی جملہ انشائیہ سے عرض کا اظہار ہوتا ہے ان میں Passive voice بناتے وقت please kindly کی جگہ پر you are requested not to کا استعمال کیا جاتا ہے باقی جملے میں کوئی تبدیلی نہیں کی جاتی ہے۔

① ::Affirmative Sentence::

EX- please help me. AC.

you are requested to help me. PC.

please tell me. AC.

you are requested to tell me. PC.

② ::Negative Sentence::

EX- Do not insult the poor please. AC.

you are requested not to insult the poor. PC.

Kindly get me a glass of water. AC.

you are requested Not to get me a glass of water. PC.

⑤ جن مثبت جملہ انشائیہ سے تجویز کا اظہار ہوتا ہے ایسے جملوں کی Passive voice بناتے وقت سب سے پہلے object (مفعول) کو لایا جاتا ہے اسکے بعد :should: کا استعمال کیا جاتا ہے پھر :be: اور آخر میں Main verb کی Third form کا استعمال کیا جاتا ہے اور جن منفی جملہ انشائیہ سے تجویز کا اظہار ہوتا ہے ان میں should کے بعد Not یا Never کا استعمال کیا جاتا ہے -

① **Affirmative Sentence**

EX- help the poor. AC.

The poor should be helped. PC.

Obey your parents. AC.

Your paresent should be obeyed. PC.

② **Negative Sentence**

EX- Do your duty. AC.

Your duty should be done. PC.

Never do it. AC.

It should never be done. PC.

Reporting :روایت:

:Direct and indirect Narration:

:روایت مستوی اور غیر روایت مستوی:

قائل کے قول کو نقل کرنا انگریزی میں Narration (روایت) کہلاتا ہے۔ انگریزی میں قائل کے قول کو دو طرح سے نقل کیا جاتا ہے۔ یاد رہے کہ Direct اور Indirect Narr. کو Direct اور Indirect Speech بھی کہا جاتا ہے۔

① Direct Speech (روایت مستوی)

② Indirect Speech (روایت غیر مستوی)

① Direct Speech (روایت مستوی) جب قائل کے قول کو بغیر کسی تبدیلی کے من عن بیان کیا جائے تو اسے Direct Speech کہتے ہیں۔

② Indirect Speech: (روایت غیر مستوی) جب قائل کے قول کو من وعن نہ بیان کیا جائے بلکہ اپنے لفظوں میں اسکا مفہوم بیان کیا جائے تو اسے Indirect Speech: کہتے ہیں۔ مثلاً

:Direct Speech: He Said to me," I am going to school now."

اس نے مجھ سے کہا: "میں اسوقت اسکول جا رہا ہوں"

:Indirect speech: He told me that he was going to school Then.

اس نے مجھے بتایا کہ وہ اسوقت اسکول جا رہا تھا۔

① Reporting verb (فعل روایت) فاعل کے قول کو جس فعل سے شروع کیا جاتا ہے اسکو Reporting verb (فعل روایت) کہتے ہیں۔
مثلاً He said to me. میں said - Reporting verb ہے۔

② Reported Speech (روایت): فاعل کے ذریعہ جو کچھ کہا جاتا ہے اور جو Inverted Commas کے اندر رہتا ہے اسکو Reported speech کہتے ہیں مثلاً: "I am going to school now."

Direct Speech اور Indirect Speech کی
مثالوں سے جو امور واضح ہیں وہ حسب ذیل ہیں۔

① Direct speech کے اندر Reported speech کا پہلا حرف ہمیشہ Capital Letter میں ہوتا ہے۔

② Indirect speech بناتے وقت Reporting verb کے Tense میں کوئی تبدیلی نہیں ہوتی ہے ہاں اگر Reporting say to verb یا said to کو Tell یا Told میں کر دیتے ہیں جبکہ ان کے ان کا object بھی ہو

③ Direct speech کے اندر Reported speech ہمیشہ Inverted Commas (" ") کے اندر رہتا ہے۔

④ Indirect speech میں کوئی Commas یا Inverted Commas نہیں ہوتے ہیں۔

⑤ Indirect speech میں Reported speech سے پہلے That، Whether یا If جیسے Conjunctions (حروف عطف) کا استعمال ہوتا ہے۔

⑥ Direct Speech میں قریب کا معنی دینے والے الفاظ کو Indirect speech میں دور کا معنی دینے والے الفاظ میں تبدیل کر دیا جاتا ہے جیسے Now کو Then میں تبدیل کرتے ہیں۔

⑦ Reported Speech کے pronoun (ضمیر) اور Tense (زمانہ) میں بھی تبدیلی کی جاتی ہے۔

Direct speech سے Indirect speech بناتے وقت جن چیزوں میں تبدیلی کی جاتی ہے اور جو قریب کا معنی دیتے ہیں اور جن کو Indirect speech بناتے وقت دور کا معنی دینے والے الفاظ میں تبدیل کر دیا جاتا ہے۔

Direct	indirect
Now	Then
This	That
These	Those
Here	There
Today	That day
Tomarrow	The Next day
Ago	Before
Just	Then
Next week	The following week
yesterday	The previous day or the day before
Come	Go
Thus	So or in that way
Last night	The previous night or the night before
yet	Till then

Last week of month	~~last week~~ The previous week or month
Hence	Thence
Tonight	That night

نوٹ: اگر here اور This وغیرہ کسی ایسی جگہ یا چیز کو بتائیں جو Report (روایت) کرتے وقت سامنے موجود ہو تو اسوقت انھیں There اور That وغیرہ میں تبدیل نہیں کیا جائے گا۔

Ex- Hameed said," This is my book."
Hameed said that this was his book.
Khalid said," I was sleeping here."
Khalid said that he had been sleeping here.

* Direct speech کو Indirect speech میں بدلنے کے لئے جن چیزوں میں تبدیلی کی ضرورت پڑتی ہے ان کو اور ان سے متعلق اصول و ضوابط کو مندرجہ ذیل پانچ گروپوں میں بیان کیا گیا ہے۔

1. Pronouns (ضمائر) میں تبدیلی اور ان کے اصول
2. Tense (زمانہ) میں تبدیلی اور ان کے اصول
3. Interrogative sentences (جملہ استفہامیہ) میں تبدیلی اور ان کے اصول

④ Imperative Sentences (جملہ حکمیہ) امر ونہی، عرض وغیرہ میں تبدیلی اور ان کے اصول۔

⑤ Exclamatory Sentences (جملہ فجائیہ) میں تبدیلی اور ان کے اصول۔

اصول نمبر 1۔ Inverted Commas کے اندر کے ضمیر متکلم مثلاً I، We، US، our، ours، my اور me وغیرہ کو Reporting verb (فعل روایت) کے فاعل کے مطابق بدلا جاتا ہے۔

Direct speech He said to me," I am going to my school."

Indirect Speech He told me that he was going to his school.

Direct Speech They said to me," We learned our lessons yesterday."

Indirect Speech They told me that they had learned their lessons the previous day.

Direct speech you said to me," I have not sold my books."

Indirect speech you told me that you had not sold your books.

اصول نمبر 2۔ Inverted Commas کے اندر کے ضمیر مخاطب مثلاً you، your اور yours کو Reporting verb کے مفعول کے مطابق بدلا جاتا ہے

Direct speech He said to me," you can go home,"
Indirect speech He told me that I could go home."
Direct speech Naved said to Nadeem," you can not play well,"
Indirect speech. Naved told Nadeem that he could not play well,
Direct speech I said to you," you should wait me."
Indirect speech I told you that you should wait me.

اصول نمبر 3 - Inverted Commas کے اندر کے ضمیر غائب مثلاً He
She ، it ، They ، Them ، Their اور Nouns (اسماء) میں
کوئی تبدیلی نہیں ہوتی ہے -

Direct speech Ahmad said," He is a good player,"
Indirect speech Ahmad said that he was a good player.
Direch speech I said to him," He will never fail,"
Indirect speech I told him that he would never fail.
Direct speech Azhar said," Saeed Anwar is a good Batsman,"
Indirect speech Azhar said that Saeed Anwar was a good batsman.

Tense (زمانہ) ... Assertive Sentence (جملہ بیانیہ) میں تبدیلی اور ان کے اصول۔

اصول نمبر 1- Reporting verb (فعل روایت) اگر Present یا Tenses Future میں ہو تو Indirect Speech بناتے وقت Reported Speech (روایت) کے Tense میں کوئی تبدیلی نہیں کی جاتی ہے

Direct speech He says, "I am a good player."
indirect speech He says that he is a good player.
Direct speech. I shall say to him, "you are a lazy boy."
indirect speech I shall tell him that you are a lazy boy.

اصول نمبر 2- Reporting verb (فعل روایت) اگر past tense میں ہو تو Indirect speech بناتے وقت Reported speech (روایت) کے Tense میں درج ذیل تبدیلی کی جاتی ہے۔

① Past Indefinite tense کو Present Indefinite tense میں بدلا جائے گا۔

Direct Speech. He said to me, "I go to school daily."
Indirect Speech. He told me that he went to school daily.

② past Continuous tense کو Present Continuous tense میں بدلا جائے گا۔

Direct speech. He said to me, "Khalid is reciting the Holy Quran."

Indirect speech. He told me that Khalid was reciting the Holy Quran.

③ Present perfect tense کو past perfect tense میں بدلا جاتا ہے۔

Direct speech. He said to me, "I have taken my dinner."

Indirect speech. He told me that he had taken his dinner.

④ Present perfect continuous tense کو past perfect continuous tense میں بدلا جاتا ہے۔

Direct speech. He said to me, "I have been working since morning."

Indirect speech. He told me that he had been working since morning.

⑤ Past indefinite tense کو past perfect tense میں بدلا جاتا ہے۔

Direct speech. He said to me, "I went to Lucknow yesterday."

Indirect speech. He told me that he had gone to Lucknow the previous day.

⑥ Past continuous tense کو past perfect continuous میں بدلا جاتا ہے

Direct speech. He said to me, "I was going to market yesterday."

Indirect speech. He told me that he had been going to market the previous day.

⑦ Past perfect tense اور Past perfect continuous میں
کوئی تبدیلی نہیں کی جاتی ہے۔

Direct Speech. He said to me, "I had already heard the news."
Indirect Speech. He told me that he had already heard the news.
Direct speech. He said to me, "Khalid had been sleeping for two hours."
Indirect speech. He told me that Khalid had been sleeping for two hours.

= Exceptions استثناء =

کچھ حالتیں ایسی ہیں جن میں Reporting verb کے Past tense
میں ہوتے ہوئے بھی Reported speech کے Tense میں کوئی تبدیلی نہیں ہوتی۔

Direct Speech. Ahmad said, "During my stay in England I went out for a walk daily."

Indirect Speech Ahmad said that during my stay in England I went out for a walk daily.

① Historical Facts: اگر Reported Speech میں کسی تاریخی
واقعہ کا ذکر ہو یا ایسے دو کاموں کا ذکر ہو جو ایک ساتھ واقع ہوتے ہوں۔

Direct speech. The teacher said, "the first battle of Panipat was fought in 1526."

Indirect speech. The teacher said the first battle of Panipat was fought in 1526.

② اگر Reported speech (روایت) کوئی universal truth (آفاقی حقیقت) Habitual Fact (فطری عادت) یا proverb (ضرب المثل) ہو تو Indirect speech بنانے وقت Reported Speech (روایت) کے Tense میں کوئی تبدیلی نہیں کی جاتی ہے۔

Direct speech. my mother said. "Honesty is the best Policy."
indirect speech. my mother said that Honesty is the best Policy.
Direct speech. my teacher told to me. "Health is wealth."
indirect speech. my teacher told me that Health is wealth.

③ Reported Speech (روایت) میں اگر will . Shall . may اور can کا استعمال کیا ہو تو Indirect speech بنانے وقت بالترتیب would . should . might اور could کا استعمال ان کی جگہ پر کیا جاتا ہے البتہ must میں کوئی تبدیلی نہیں ہوتی ہے۔

Direct speech. He said to me. "Ahmad will go to Lucknow."
indirect speech. He told me that Ahmad would go to Lucknow.
Direct speech. I said to him. "I shall come here."
indirect speech. I told him that I should come here.
Direct speech. my father said. "It may rain today."
indirect speech. my father said that it might rain that day.

Direct speech. The man said to us: "I can not help you."

Indirect speech. The man told us that he could not help us.

Direct speech. I said to my friend: "my father must be in his office."

Indirect speech. I told my friend that my father must be in his office.

Interrogative Sentences: (جملہ استفہامیہ) میں تبدیلی اور ان کے اصول۔

یاد رہے کہ سوالیہ جملے دو قسم کے ہوتے ہیں اور indirect speech بناتے وقت دونوں میں تبدیلی اور ان کے اصول مختلف ہیں۔

① پہلی قسم: First type یا Yes or No Answer type Question

② دوسری قسم Second Type یا Wh Type Question Word Question

Common Rules مشترک اصول۔

کچھ اصول دونوں قسم کے سوالیہ جملوں میں یکساں طور پر نافذ ہوتے ہیں۔

اصول نمبر ا۔ Reporting verb (فعل روایت) said کو indirect speech بناتے وقت Asked of Enquired. Demanded یا اسی طرح کے کسی فعل سے بدل دیا جاتا ہے اور Told کا استعمال نہیں کیا جاتا ہے۔

اصول نمبر 2 - Indirect speech بناتے وقت Conjunction That (حرف عطف) کا استعمال نہیں کیا جاتا ہے ۔

اصول نمبر 3 - Indirect speech کے آخر میں سوالیہ نشان نہیں لگایا جاتا ہے ۔

اصول نمبر 4 - Pronouns (ضمائر) Tense (زمانہ) میں تبدیلی کے لیے Assertive Sentences سے متعلق اصولوں کی ہی رعایت کی جاتی ہے

اصول نمبر 5 - سوالیہ جملوں کی Indirect speech بناتے وقت انکو Assertive Sentences (جملہ خبری) میں بدل دیا جاتا ہے ۔

First Type پہلی قسم کا خاص اصول

Interrogative Affirmative yes / No

پہلی قسم کے سوالیہ جملوں کی indirect speech بناتے وقت Reported speech (روایت) سے پہلے If یا Whether Conjunctions (حروف عطف) میں سے کسی ایک حرف کا استعمال ہوتا ہے

Direct Speech. Nadeem said to me: "Are you going to school?"

Indirect speech. Nadeem asked me whether I was going to school.

Direct speech. My friend said to me: "Can you lend me this book?"

Indirect speech. my friend demanded of me if I could lend him that book.

دوسری قسم کا خاص اصول Second Type

Interrogative Affirmative Wh Question

دوسری قسم کے سوالیہ جملوں کی indirect speech بناتے وقت Reported speech (روایت) سے پہلے if یا whether کا استعمال نہیں کیا جاتا ہے بلکہ مذکورہ لفظ جو جملے میں سوالیہ لفظ (Question Word) موجود ہوتا ہے وہ استعمال ہوتا ہے اور indirect speech بن جاتا ہے۔

Direct Speech. I said to him: "Where are you going?"

Indirect speech. I asked him where he was going?

Direct speech. Ahmad said to Khalid: "Why did you not perform Namaz?"

Indirect speech. Ahmad asked Khalid why he had not performed Namaz?

Imperative Sentences: (جملہ انشائیہ) امر و نہی، عرض تجویز وغیرہ میں تبدیلی اور انکے اصول

اصول نمبر 1- Reporting verb (فعل روایت) Said to کی جگہ پر ضرورت کے مطابق Indirect speech بناتے وقت ordered، Forbade، Suggested، Advised، Commanded، Requested، Begged وغیرہ کا استعمال کیا جاتا ہے۔

اصول نمبر 2- Reported Speech (روایت) کے فعل سے پہلے to لگایا جاتا ہے۔

اصول نمبر 3- Conjunction That کا استعمال نہیں کیا جاتا ہے۔

Direct Speech. I Said to the Servant, "Don't open the door."

Indirect Speech. I ordered the Servant not to open the door.

Direct Speech. The doctor Said to me, "Take the Medicine before meals."

Indirect Speech. The doctor Advised me to Take the medicine before meals.

Use of Let in Imperative Sentences:

Let کا استعمال تجویز۔ عرض اور خواہش کے لئے ہوتا ہے۔

① معنی کے مطابق indirect speech بناتے وقت Reporting verb کو Proposed، suggested، Requested اور wished وغیرہ سے بدلا جاتا ہے۔

② Conjunction (حرف عطف) That کا استعمال کیا جاتا ہے۔

③ Reported speech (روایت) کے verb (فعل) سے پہلے Let کی جگہ پر should کا استعمال کیا جاتا ہے۔

Direct speech. He said: "Let us wait for Ahmad."

Indirect speech. He suggested/proposed that they/we should wait for Ahmad.

Direct speech. The librarian said: "Let us keep silent in the library."

Indirect speech. The librarian requested that they/we should keep silent in the library.

جملہ فجائیہ میں تبدیلی کے اصول :: Exclamatory Sentence ::

① Reporting verb (فعل روایت) said کو Exlaimed سے بدل دیتے ہیں اور ضرورت کے وقت اس کے آگے with sorrow، with joy، with delight، with surprise یا جیسے الفاظ کا اضافہ کر دیا جاتا ہے۔

② Sign of Exlamation علامت فجا (!) کو ہٹا کر sign of full stop (ختمہ کا نشان) لگا دیا جاتا ہے۔

Direct speech. He said," Hurrah! india has won the match."

Indirect speech. He exlaimed with delight that india had won the ~~math~~ match.

Direct speech. The boys said," Alas! we have lost the match.

Indirect speech. The boys exlaimed with sorrow that they had lost the match.

③ Inverted Commas کو ہٹا کر That لگا کر فجائیہ جملے کو جملہ بیانیہ میں تبدیل کر دیتے ہیں۔